Dear Sir,

I wish to apply my candidacy for the post of **Procurement & Contracts Management**. I have enclosed a copy of my resume listing my qualifications and work experience alongwith this letter

I have pursued a bachelor's degree from Karachi University after which I joined SPECIAL TECHNICAL SERVICES LLC, in Muscat, Oman in which I served as a Procurement/CONTRACTS ADMINISTRATOR under which I had to carry operations like tendering and contract management, bidding, budgeting and finance. I served there for 10 years.

After serving 10 years STS-Oman, I got an offer from AL-SHAHEEN ENERGY SERVICES, Qatar and served the company on same post. I worked there for 4 years, later this company was merged to QATAR PETROLEUM where my responsibilities include tendering, contract management and at times act as the team leader in the absence of my senior. I stayed in QP for 4 YEARS.

I moved to Pakistan in the year 2017 & joined Bakri Petroleum on contractual basis as SENIOR PROCUREMENT OFFICER and my responsibilities include preparing tenders, track orders, reviews purchase order etc.

I possess good communication and interpersonal skills which are necessary for this post. I also have a thorough **knowledge of SAP** & latest finance tool and keep myself updated with the development in the field

I will be highly thankful to you if you grant me with an opportunity to appear for an interview. Please let me know if any other information is needed from my side.

Thanking you in anticipation.

Asghar Kaleem
Cell : 0335-2862909

ASGHAR KALEEM

CONTRACTS / PROCUREMENT

PASSPORT NO:	**AL4754511 (Valid Till August 2019)**
DATE OF BIRTH:	**6-6-1973**
LANGUAGES:	**English, Urdu, Arabic**

OBJECTIVE

Work in the capacity of Contracts/Procurement Specialist withcorporate entities to support their operations using the skills developed in the field. .

SKILLS

- Financial & Budgeting with oil/gas company
- Tenders & Contracts management expert
- Excellent communication skills, speak and write well, attend meetings with various departments and do presentation as and when required.
- Contract& procurement documentation

WORK EXPERIENCE

1. **Bakri Energy Ltd (previously known as Bakri Trading Co).** Worked from Feb.2017 in a contractual position in the capacity of **Senior Procurement Executive** (Procurements & Contracts). Bakri Energy is an Oil Marketing Company engaged in distribution & storage of oil products through its terminals and pipelines. The company was incorporated in 1996 and is based Karachi, Pakistan

My responsibilities included the following:

Senior Procurement Executive

- Interfaces with Product Line Planning Manager to plan and prioritize purchasing activities.
- Reviews planned orders, create requisitions for purchased items, and manage approval process.
- Transmits and prioritizes approved purchase orders and supporting documents to supplier.
- Tracks order acknowledgement, prepares and communicates shortage and backlog reports, and provides visibility of potential interruptions to internal customers.
- Tracks orders and confirms system lead times, delivery dates, and costs.
- Reviews, updates, and maintains purchase orders until they are closed.
- To received invoices from vendors and processed till for payment
- Prepare tenders till award the Contracts.
- Ensure orders adhere to supplier agreements and contracts; reports non conformances

2. **Qatar Petroleum** working from July 2011to March 2015 in the capacity of **Senior Accountant** (Planning, Budget & Administration")

   My responsibilities include the following:

   Contracts Engineer:

- Provide full support to fulfill Well Integrity (Offshore) department Tendering and Contracts needs with regards to establishing Scope of Services, estimating the cost of the projected Tender, compiling Tender document, issuance, co-ordinate during evaluation and establishing Contract document after award with support on after award activities.
- Well conversant with Tendering and Contractual procedure.
- Responded all inquiries during tendering and after award.
- Process all the payments against the Contracts and Purchases in accordance with the terms and conditions, control withholdings, release of withholding, and bank guarantee at the end of the project, prepare final costs of the completed contracts / purchase orders.
- Management reporting on the status of Tenders, Contracts & Procurement, on weekly, monthly and yearly basis.

  - ***Procurement – Key Responsibilities***

  - Evaluate quotations for price quality and lead time and make recommendations to procurement coordinator.

  - Communicate with managers regarding future purchases and seeking approval for purchase. Create contracts and services agreements in a timely manner. Liaise with commercial team regarding legal terms and conditions.

- Enter and manage invoices by checking with the contract and liaising with suppliers/accounts. Ensuring accurate data entry for this information. Sources new suppliers when necessary.

- File contracts and send contracts to suppliers & head office. Files to be accurate and up to date at all times.

- Complete credit application forms and submit to accounts. Expedite local, interstate and international orders and communicate with quality department.

- Comply with all reasonable instructions given for work health & safety and comply with all statutory requirements.

Liaise with staff regarding purchases and creating requests for quotations Communicate with suppliers to

Negotiate pricing terms and conditions and gain necessary approvals.

Finance / Budget Management:

- Handle all financial activities using SAP financial module.
- Prepare yearly budget of the department, review the budget regularly and involved in revisions, variation analysis and changes as required.
- Process invoices against Contacts and purchase orders eithermanually or online. Record the Materials received in the system. Control and checks invoice authorization forms.
- Process travel management forms & payments for business trips, overseas training of employees.
- Prepare re-allocation document to transfer various costs to the accounts on monthly basis.
- Researched and identified root-cause of re-occurring discrepancies between actual costs and budgeted figures. Review financial status report, Cost reports and relevant cost transactions. Adhere with the company's financial policies and procedure.
- Prepares monthly, quarterly and yearly budget reports for routine / non-routine budget.
- Administrate daily functions including delegating duties and complete special assignments to achieve company goals.
- Responsible for budget system report generation; prepared and maintained spreadsheets and other related documents for budget presentations including expenditure and revenue reports.
- Provided assistance to the Head of Sections in analyzing financial variables, filing quarterly documents and integrating budget goals.
- Established and regulate accounting processes and procedures. Used provided Accounting system & financial procedures.

- Act as General admin Assistant during the absence of other staff and provide support to the department for Training needs, HSE reporting, HR assistance and other routine office needs.

3. Worked with **Al Shaheen Energy Services**as **Contracts Engineer** from October 2007 till July 2011, while this Company was under establishment as a new joint venture and a subsidiary of Qatar Petroleum to look after the Well Services in Qatar.

   Tasks carried out are as below:

   Tenders and Contracts Management:

   Was responsible for preparing Tenders and Contract documents for the establishment of new venture including tendering for Feasibility study, Due Diligence, and various services / supply of materials and goods like consumables.Had carefully reviewed the JV partner's contracts in hand at that time including Wireline Equipment & Services, Fishing & Milling Services, Drilling Tubular handling and maintenance, Cementing services etc.I had performed following duties:

   - Prepared Tender document after receiving the Scope of servicesreceived from the relevant Project Engineer. Reviewed and formalized bill of quantities and pricing structure for Tenders.
   - Reviewed and inserted General Condition of the Contracts, Insurance, Instruction to Complete the Tender Documents and other part of Tender Document with the approval of our Legal Advisor.
   - Issued draft Tender Document for further review of Engineer concerned and Management.
   - Issued the tender document via advertisement or directly to the companies where we had selected bidders.
   - Collect the bids at the closing date and perform initial review and sent the technical bids to the relevant Engineers for review.
   - Participated in technical and commercial evaluation of bids
   - Correspond with the bidders during the bidding and till award stage
   - Team member of the Technical and Commercial Evaluation Committee
   - Negotiated / communicated with the bidders
   - Award the Contract, prepared final Contract Documents and arranged signature of both the parties.
   - Post award activities including arranging of kick-off meeting with the Contractor, follow up with the progress, processing of invoice payment, closeout report, completion certification, ensuring the job is completed in accordance with the terms of contract.

   Budget & Finance:

   - Prepared Budget for the newly established organization.
   - Monitored cost against approved budget
   - Budget revision with time interval.

- Cost comparison and to provide management with monthly, quarterly and yearly variance analysis reports.
- Handled all accounting activities with relates to Engineering Contracts and purchases.
- Yearend accruals, and closing of accounts
- Verification of invoices and payment approval.

4. Worked with **M/s Special Technical Services L.L.C.Muscat, Oman** from November 1997 to September 2007 as **"Contracts Engineer".**

STS is a leading Omani Company specialised in providing Maintenance, Operations, Construction & Fabrication services to the oil & gas industry. STS commenced operations in the Sultanate of Oman in 1980 and has since then undertaken a variety of major projects for various clients in the Sultanate and abroad.

My job responsibilities were as follows:

Tendering& Contracts Management

- Preparation of Tender andContract documents for various services / supply of materials and goods including pipeline project consumables, Catering services for our camps, Workshop consumables and tools for the maintenance of Drilling tubulars for drilling activities, and for workshop jobs needed to be carried out at 3rd party workshops.
- Was responsible for finalizing of Scope of Services to include in Tender document after receiving the draft Scope of work from the relevant Engineer. Review and formalize bill of quantities, pricing structure for Tenders.
- Prepared complete Tender document and reviewed& inserted General Condition of the Contracts, Insurance, Instruction to Complete the Tender Documents and other part of Tender Document in co-ordination with our Legal Advisor.
- Issued draft Tender Document for further review of Engineer concerned and Management.
- Issued the tender document via advertisement or directly to the companies where we had selected bidders collect the bids at the closing date and perform initial review and sent the technical bids to the relevant Engineers for review.
- Participated in technical and commercial evaluation of bids
- Involved in all tender correspondence during the bidding and till award stage
- Team member of the Technical and Commercial Evaluation Committee
- Negotiated / communicated with the bidders as and when required.
- Upon approval from Tender Committee & Management carried out activities of award of Contract, prepared final Contract Document and arrange signature of both the parties
- Was responsible for post contract activities including processing of all payments against the Contracts and Purchases in accordance with the terms and conditions, control withholdings, release of withholding, and bank guarantee at the end of the project, prepared final costs of the completed contracts / purchase orders.

PERSONAL INFORMATION

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Pakistan
Mob 00923352862909
Res No. 009221-36676846
E-mail asghar.kaleem@hotmail.com

QUALIFICATION Bachelors of Commerce, University of Karachi,Pakistan
M-Com (working)

COMPUTER SKILLS & HSE & OTHER COURSES

Complete SAP courses related to Job.

- SAP HR-Trig& Event Management – Focal Point
- ERP
- Managing HSE in Contracts
- SAP Contracting Procedures for Sponsor Department
- SAP Fico Budgeting
- H2S Awareness
- T-Buosit

Familiar and utilized MS windows, Access, word, Excel and EDMS (Electronic Data Management System) to store / archive data.